



OFFICE OF THE PRESIDENT
1111 Franklin Street, 5TH Floor
Oakland, California 94607-5200

April 11, 2014

CHANCELLORS

Re: 2014-2015 Salary Program

Recently, the President authorized implementation of a Salary Program for non-represented staff, "...assuming a July 1, 2014 effective date." As you may know, employees paid on a bi-weekly pay cycle do not have a pay period that begins on July 1. After careful consideration of the options and review with UCOP Compensation, Benefits, Controller and Payroll groups, they strongly advise that June 22, 2014 be the effective date for salary increases for bi-weekly paid employees. That pay period encompasses the July 1 effective date and is consistent with past practices coordinating our payroll and fiscal cycles when starting a new fiscal year. Our accounting system recognizes June 22, 2014 through July 5, 2014 as the first pay period of the 2014-2015 fiscal year.

If you have any questions about the 2014-2015 Salary Program, please contact Dennis Larsen (510.987.0299) or Peggy Arrivas (510.987.9067).

Sincerely,

A handwritten signature in blue ink, appearing to be "Peter Taylor", with a long horizontal line extending to the right.

Peter Taylor
Chief Financial Officer

A handwritten signature in black ink, appearing to be "Dwaine B. Duckett", with a long horizontal line extending to the right.

Dwaine B. Duckett
Vice President for Human Resources

cc: Associate Vice President Arrivas
Executive Director Larsen

2014 – 2015 Salary Program Effective Date for Employees Paid on Bi –weekly Cycle
Questions & Answers
April 1, 2014

1. Should employees paid on a bi-weekly cycle who separate from the University on and after June 22, 2014 but before the pay compute date receive the increase?

Answer: No. Based on past practices and operational considerations, any separated or terminated employee is ineligible for a salary increase. They must be actively employed on the pay compute date to receive the increase.

2. Given the effective date of the increase, how do campuses handle employees who exceed the 25% fiscal year salary increase limitation found in policy?

Answer: The details on these employees should be documented and forwarded to local HR to be submitted to their Chancellor or designee as exception to policy. These submissions should be documented by October 31, 2014.

3. How should employees who retire after June 22, 2014 be handled?

Answer: Any employee who retires before the pay compute date should not receive a salary increase.